

GLOSSARY

Accredit	certify as meeting certain prescribed requirements.
Admission	acceptance of an applicant for attendance in a course or program at a school or educational institution.
Admission requirements	educational or personal qualifications established by a school, college, university, or training unit as requisites for admission.
Agency Training Record (ATR)	computerized facts about an employee's completion of training within the Agency or at Agency-sponsored training at a non-Agency facility.
Application	a form on which is recorded personnel data and justification for an individual's applying for admission to Agency or non-Agency training. ("Request for Internal Training"; "Request for Training at non-Agency Facility.")
Aptitude test	a device or test designed to indicate an individual's potential ability for performance of a certain type of activity; i.e., language training.
Audiovisual aid	a device which facilitates learning through the use of the senses of sight and hearing simultaneously; i.e., motion-pictures, filmstrips, television.
Briefing	a short oral presentation of the pertinent facts about a planned operation or a situation.
Briefing sheet	written instructions and advice setting out the procedures, requirements, and caveats associated with particular types of training, specifically at sites away from Headquarters and at non-Agency facilities.

Cancel	a. deletion of a name which has been entered on the official class roster before or on the beginning date of a course; b. deletion of a course or training program from an announced or routine schedule.
Candidate	an employee whose name has been put forward by his component or directorate to be considered with others for selection to participate in training, whether within the Agency or at non-Agency facilities.
Capacity	the number of employees that can be professionally accommodated in a course or program.
Career Trainee	a new employee, or one already employed in CIA, selected as a participant in the Career Training Program, a formal training and placement sequence through which selected professional employees are prepared for assignments throughout the Agency.
Completion	the fact of an employee's having satisfactorily participated in a course or program as evidenced by the instructor's report, a certificate of completion, or other approved medium.
Computer-Assisted Instruction (CAI)	a method of individualized instruction in which an instructional program is stored in a computer and material is presented to the student by any one or any combination of the following: typewriter, cathode-ray tube, optical projection, or audio tape. The student interacts with the program of instruction by means of a typewriter keyboard, light pen, or other response device. Many of the principles of Program Assisted Instruction also apply to CAI -- determining specific and measurable behavioral objectives, self-pacing, and active participation by the student.
Constructive credit	certification of achievement which is the equivalent of specific training, whether through experience or comparable activity, or through the development or the presentation of the course itself.

Correspondence Course	training effected through the completion of prescribed readings or exercises which the student receives and reports on through the mail and on an individual basis rather than in formal classroom contact; such training may or may not terminate in a final monitored examination.
Course	organized subject matter in which instruction is offered within a given period of time and for which credit or certification is usually given.
Course schedule	a plan depicting the order of presentation of the various courses, normally showing the specific time and place.
Credit	certification of a student's successful completion of a course or program within or outside the Agency.
Critique	an analysis and evaluation of a course or training program by a student.
Deferment	postponement of required training where circumstances warrant, whether the subject training is normally a prerequisite to other training or is a specific assignment.
Directed training	training suggested by the parent office to be taken by the employee during duty hours.
Drop	removal of a student from a class because of excessive absence (more than 20% of class meetings) or consistent failure to do satisfactory work. (See Withdrawal)
Duty hours	time computed in compiling an individual's 40-hour workweek.
Educational aid	financial assistance through grants of money (scholarships, fellowships) and loans to be used for educational purposes.
Enrollment	process leading to the certification of all requirements for being admitted to a course or training program.

Entry	collective information introduced as a line or block into a record; i.e., data input to the Agency Training Record.
Evaluation	<ul style="list-style-type: none">a. "grading" students by instructors on the basis of the individual's performance in a course of instruction.b. a student's assessment of specific training from the point of view of its usefulness to the individual or the Agency. (Course evaluation)
External training	training conducted by or at a facility other than the Agency. (See Non-Agency training)
Facility	a school, university, institution or other establishment that provides instructional programs.
Familiarization Course	a course which acquaints one with the major aspects of, or the tools and language of, a subject. It can also serve as a guideline in the selection of further courses of study.
Full-time student	an individual enrolled for a full academic program at a school or university; an employee engaged in training during all of his duty hours for a full workday or more.
Grade	<ul style="list-style-type: none">a. a rating or evaluation of a student's achievement;b. the pay or position level of employees falling under the classification act.
Green sheet	a common term used in referring to the "Request for Internal Training," derived from the color of the original sheet.
Internal Training	all courses or training programs conducted officially by the Agency itself for its employees.
Monitor	<ul style="list-style-type: none">a. the act of observing a course or activity to check its character;b. a person who performs the act of monitoring.

Nomination	the naming of an employee as a candidate for training under circumstances in which there is a quota or a further selection process, whether within or outside the Agency, before an individual is actually designated for training. (See Candidate)
Non-Agency Training	training conducted by or at a facility other than the Agency in which an employee participates at Agency expense.
Off-Campus Program	a program in which established courses of a university are conducted under its auspices, for full credit, at a site or sites other than its own regular facilities.
Off-duty hours	any time, day or night, not computed in compiling an individual's 40-hour workweek.
Off-duty training	training obtained during off-duty hours, (which may or may not be paid for by the Agency). (See Voluntary training.)
Orientation	a course which acquaints one with the major aspects of, or the tools and language of, a subject. It can also serve as a guide in the selection of further courses of study.
Part-time student	an individual enrolled for one or more courses, but less than the full-time academic load, at a school or university; an employee undertaking training during duty hours, but devoting less than a full eight hours a day to the training itself.
Performance	<ol style="list-style-type: none">actual accomplishment as distinguished from potential ability, capacity, or aptitude.Execution of a specific skill achieved as a result of instruction.
Prerequisite	any requirement that must be satisfied as a preliminary to admission to a course.

Program

- a. a systematized sequence of learning activities; i.e., courses of study arranged in proper sequence.
- b. a presentation of educational material, usually in book form, in carefully sequenced small segments so that the learner, largely on his own, at his own speed, and on the basis of immediate awareness of the success of each step in his efforts, makes cumulative progress toward a fixed goal.

Program Assisted Instruction (PAI)

instruction that utilizes programmed instruction in which the instructor is present to assist the student when necessary as he progresses through the program.

Programmed

instruction that is accomplished by using material programmed in definition "b" of "Program," above.

Publication

- a. any printed or duplicated device used to notify Agency Training Officers and employees of training opportunities and procedures for availing themselves of these opportunities; i.e., the OTR Bulletin, Special Bulletin, the OTR Catalog, the OTR Schedule of Courses, and the ISS Weekly Newsletter.
- b. any published material used as training tools or to disseminate the product of educative research.

Records

any of the various documents related to the administrative aspects of training; i.e., application forms, class rosters, faculty lists, schedules, the Agency Training Record System.

Schedule of Courses

a comprehensive listing of OTR courses, normally a 12-month projection, showing the titles of the courses and the dates on which they will be held.

School

each of four of the major instructional units of OTR: The School of Intelligence and World Affairs, The Support School, The Operations School, and the Language School.

Self-sponsorship	undertaking non-Agency educational or training activities at an employee's own expense.
Senior Training Officers	the representative in each Agency Directorate and the Office of the Director of Central Intelligence who has primary responsibility for training matters within that sphere.
Special courses	an adaptation of a regular course to the specific requirements of a particular Agency component or group of Agency employees, whether for a single presentation or for repeated presentations; the presentation of a regular course for an exclusive consumer; the organization of a training program in response to specific requirements for presentation only once or a limited number of times.
Sponsored training	training at a non-Agency facility that has been recommended, approved, and paid for by the Agency.
Training Officer	the employee within the component who has primary responsibilities for training matters in that component.
Training Selection Board	a body of Agency officials which selects candidates to be nominated by the Agency for attendance at non-Agency training programs where effective representation of CIA is considered a significant factor.
Tutorial Instruction	a system of instruction in which the instructor teaches one student.
Voluntary training	training undertaken by the individual during off-duty hours whether sponsored or not.
Waiver	the act of setting aside a prerequisite.
Withdrawal	deletion of a name from a class roster because of circumstances which arise during the course that prevent the student's continuing in the course.

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MEMORANDUM FOR:

STUDENT EVAL
POLICY PAPER

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